

# STATE OF MONTANA

## JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title: District Construction Engineer**

**Position Number: 59044, 57028, 55059, 53027, 51049**

**Location: Statewide**

**Department: Transportation      Division and Bureau: District Construction**

**Section and Unit: N/A**

**Job Overview:** The District Construction Engineering Manager is responsible for directing and overseeing District Construction program operations and activities throughout all phases of highway construction projects, including responsibility for directing the final review of plans, specifications, and estimates for accuracy and ability to be constructed; determining and resolving technical construction problems within proposed contract plans; and developing solutions to a broad range of engineering deficiencies and contract administration problems. The scope of duties includes program planning and administration; project management and contract administration; District Construction operations management; and performing a variety of other duties as assigned. The incumbent reports to the District Administrator and provides direct and indirect supervision for a various amount of professional and technical staff.

### **Essential Functions (Major Duties or Responsibilities):**

#### **District Construction Program Management - 50%**

- Develops short and long-term plans and program objectives to ensure the District's Construction Program remains current with federal and other national standards and develops cost-effective implementation plans for new technology and approaches in the highway construction field.
- Develops and oversees construction and contract administration policies, procedures, and specifications that agree with federal requirements. Designs and recommends Quality Control and Quality Assurance specifications for determining contractor incentives by

gathering input from contractors and MDT staff and developing parameters that provide a quality product and are reasonably attainable.

- Implements and monitors strategies for statewide implementation of construction review, contract administration, contract claims management, and related project activities. Coordinates activities among other districts and contractors to ensure all parties are ready and able to implement new specifications.
- Maintains liaisons with the Federal Highway Administration; other districts and MDT divisions; and state, local, and tribal agencies.
- Provides technical consultation and department representation for national uniform highway methods and design specifications development to ensure that the State's interests are represented, establish uniform specifications and design methods, and assess necessary changes to MDT construction programs or specifications.
- Researches, develops, reviews, and recommends implementation strategies for new technology and advancements related to highway construction and related activities that may affect MDT operations.
- Represents the District and Department at public meetings, national meetings, media interviews, and with other government or private transportation interests; evaluates information; and explains, promotes, and defends Department positions on construction activities and projects. Serves as liaison between MDT and contractors and materials suppliers to ensure construction specifications, materials, techniques, and procedures are fair, reasonable, and acceptable to all contracting parties. Promotes an environment for open, fair, and honest State-contractor relationships.

### **Construction Project Management – 25%**

- Directs the final review of construction plans, specifications, and estimates for accuracy and ability to be constructed. Develops solutions to a broad range of engineering deficiencies and contract administration problems to facilitate project completion and ensure compliance with federal and State construction and contract requirements.
- Reviews proposed contract plans and special provisions for technical construction problems and coordinates revisions with other MDT bureaus and divisions. Provides assistance to engineering staff on construction projects and recommends changes that should be made on future contract plans to correct difficulties encountered in construction and to improve the quality of finished facilities.
- Directs the preparation of reports, studies, summaries, research proposals, special reports, instructions, and procedures related to construction projects as directed by the District Administrator to ensure sound judgment and engineering practices are incorporated. Directs and oversees the preparation of program data (e.g., construction trends, change order tracking, detailed drawings, etc.) used to establish standards, specifications, and policies.

- Oversees and coordinates the environmental review and permitting processes necessary to complete construction projects in compliance with State and federal requirements
- Reviews and approves change orders, extra work orders, contractor progress payments, final project acceptance, and final contractor payments to ensure contract charges and payments are legitimate, necessary, and properly documented.
- Evaluates contractor proposals for value-engineering alternatives to identify more cost-effective ways of meeting Department goals. Performs advanced analysis of value-engineering proposals to determine if similar project results can be attained in a more cost-effective manner.
- Develops solutions to a broad range of engineering deficiencies and contract administration problems to facilitate project completion and ensure compliance with federal and State construction and contract requirements. This position is the District's technical authority on project addenda and bases decisions and recommendations on factors such as the significance of the addenda, monetary and legal risks to MDT, cost-effectiveness, and precedent.
- Provides engineering design advice and technical assistance to other Districts, MDT Engineering and Maintenance personnel, counties, individuals, contractors, and others regarding project design practices; contract administration; claims management; and construction regulations, codes, and criteria.
- Mediates disputes between contractors and District staff related to contracts, contract claims, and project payments.
- Directs and coordinates the review of contract claims with MDT legal, engineering, and Construction Bureau staff as necessary. Provides or coordinates expert testimony in court cases involving contractor disputes.

#### **District Construction Operations – 10%**

- Directs and coordinates administrative details related to District Construction program operations to ensure expenditures are cost-effective and ensure compliance with State and federal requirements.
- Monitors compliance with established operational policies and procedures and achievement of goals through consultation and meetings with subordinate staff and supervisors personal review of construction project and contract administration plans, and through discussions with other MDT staff and management. Monitors compliance with established policies in and reviews and approves atypical or developmental methods and procedures.
- Provides information for the preparation of biennial budgets. Develops recommendations for allocations for annual fiscal operational plans and recommends spending priorities by reviewing past funding practices, anticipated projects and expenditures, program goals and objectives, and related personnel and other administrative expenses. Monitors program

expenditures to ensure the money is allocated as designated and tracks funding levels through review of fiscal reports and approval of expenditures.

- Determines the need for and oversees the development, negotiation, and monitoring of environmental, engineering, research, and related contracts.
- Determines and fulfills equipment procurement needs of the District Construction Program by developing specifications, ensuring compliance to Department procurement practices, developing EPP budget justifications and submitting requests, and integrating equipment into ongoing operations to ensure maximization of District resources.

### **Staff Management – 10%**

Manages professional and technical staff of the District Construction Program by reviewing and revising overall program work plans, priorities, and procedures, and monitoring productivity of bureau. Ensures that Construction staff complies with State and departmental personnel rules, regulations, and policies and collective bargaining agreements.

### **Other Duties – 5%**

This position performs a variety of other duties as assigned by the District Administrator in support of the Department mission and District objectives.

### **Supervision**

The number of employees supervised is: 10-15

The position number for each supervised employee is: Varies by District

### **Physical and Environmental Demands:**

- Light lifting (up to 10 lbs.)
- Ability to walk over uneven terrain or in water
- Extensive travel within the state to project locations (over 1000 miles per month), and out of state travel by airline to national conferences and meetings.
- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Decision making that affects public health and safety

**Knowledge, Skills and Abilities (Behaviors):**

This position requires knowledge of the concepts and theories of civil engineering, mathematics, the physical sciences, and public administration. The position requires a comprehensive knowledge of program management; applied research methods and techniques; contract administration principles; contract law and claims management; pre-stressed concrete; methods and practices of bridge or structure construction and construction engineering; engineering policy; materials properties, specifications, and test methods; and construction safety practices. The position also requires knowledge of highway economic, safety, and efficiency issues; project planning; State, federal, AASHTO, and FHWA standards; project specifications; the Montana Materials Manual, Montana Construction Manual and Standard Specifications for Road and Bridge Design; highway construction methods and techniques; transportation planning and design; field applications of highway engineering and construction; environmental rules and regulations; project management and documentation; and construction methods and practices. Supervisory responsibilities require knowledge of employment law, program requirements, and personnel management practices and techniques.

This position requires advanced skills in planning and directing engineering activities; budgeting; applying analysis and judgment in arriving at solutions to difficult engineering and contract problems; communicating effectively verbally and in writing; exercising professional judgment to arrive at timely decisions in complex situations; establishing and maintaining effective working relationships; applying analysis and judgment in arriving at solutions and make appropriate choices among options and alternatives; and to motivate and direct staff to meet Department goals.

**Minimum Qualifications (Education and Experience):**

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Civil Engineering or a related field.

This position requires a minimum of 5 years of experience in Construction Project Management. Experience in highway construction is preferred. This position requires a minimum of 3 years of supervision.

Certifications, licensure, or other credentials include: Registration as a Professional Engineer is required.

Alternative qualifications include: None.

**Special Requirements:**

*List any other special required information for this position*

☐

Fingerprint check

☒

Valid driver's license

☐

Background check

☐

Other; Describe

Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title: Engineering Manager    Job Code Number: A9401B**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☒ FLSA Exempt

☐ FLSA Non-Exempt

☐ Telework Available

☒ Telework Not Available

☒ Classification Complete

☐ Organizational Chart attached

**Human Resources:**

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**Signature**

**Title**

**Date**